Delegate's Handbook
Sixtieth session of the
General Assembly of the United Nations

FREQUENTLY ASKED QUESTIONS

1. **When does the sixtieth session of the General Assembly open? What are the dates of the High-level Plenary Meeting and the general debate?**

Opens:	Tuesday, 13 September 2005;
High-level Plenary Meeting of the Sixtieth session of the General Assembly of September 2005 from:	Wednesday, 14 September 2005;
to:	Friday, 16 September 2005;
General debate from:	*Saturday*, 17 September 2005;
to:	Friday, 23 September 2005;
from:	Monday, 26 September 2005;
to:	Wednesday, 28 September 2005.

2. **How do I contact the President of the sixtieth General Assembly?**

   His Excellency, Mr. Jan Eliasson (Sweden)
   room C-204, Telephone: (212) 963-7555; Fax: (212) 963-3301.
   [The office of the President is located on the 2nd floor of the Conference Building, between the ECOSOC and Trusteeship Council Chambers].

3. **How many copies of statements are needed for distribution in the General Assembly Hall? Where and when do I deliver them?**

   Before meeting begins, deliver statements to the documents counter on the left side of the General Assembly Hall or to the conference officer.

   300 copies for general distribution; **or**
   30 copies for minimum distribution; **or**
   at least *15* copies for interpreters and press officers only.

4. **Can documents or other materials relevant to the meetings be made available in the General Assembly Hall for the meeting?**

   Only UN documents and statements of speakers can be distributed in the Hall before or during a meeting. Any other pertinent materials can be made available in the General Assembly Hall upon authorization by the Chief of the General Assembly Affairs Branch (ext. 3.2336 in room S-2925, or ext. 3.7787 in GA-200).

5. **What is the procedure for tabling a draft resolution?**

   - the printed version and a computer diskette containing the final text of a draft resolution must be submitted by an accredited delegate of a Mission, and signed in the presence of the General Assembly staff member responsible for processing draft resolutions;
   - the submitting delegation provides a list of co-sponsors if any;
   - if the new draft resolution is based on a previous one, the old text may be downloaded from the UN Official Document System, and necessary

changes made, i.e. new text in bold and unwanted text clearly marked for deletion.

6. **How can a Member State co-sponsor a draft resolution?**

Member States wishing to co-sponsor a particular draft resolution may sign up with the Member State coordinating the draft resolution or with the staff member of the General Assembly Affairs Branch responsible for draft resolutions in the General Assembly Hall during plenary meetings, or at other times in room S-2994B or S-2925.

7. **Where can I get a blank copy of the co-sponsorship form?**

From the offices of the General Assembly Affairs Branch, room S-2994B or S-2925, or in the General Assembly Hall during plenary meetings.

8. **Where can I get a copy of the voting record on the resolution adopted?**

Voting records are distributed to all Member States in the General Assembly Hall immediately after the adoption. Copies can also be obtained from the General Assembly Affairs Branch in room S-2994B or S-2925.

9. **Where can I get a copy of the resolution adopted?**

A few weeks after adoption, resolutions are published in the A/RES/ series of documents. Until then, the text is contained in the "L" document and on the ODS or in the report of the relevant Committee.

10. **How can I find out the programme of work of the respective Main Committees?**

Call the Secretary of the respective Main Committee. The Secretaries' names, office locations and telephone numbers are available in document A/INF/60/2.

11. **How do I arrange for a videotape of my head of State's statement in the General Assembly Hall? Photographs?**

For videotaping, contact the Chief, Broadcast and Conference Support Section, Fax: (212) 963-3699; e-mail: request-for-services@un.org;

For photographs: photos of heads of State delivering statements in the plenary of the General Assembly are routinely taken and available from the UN Photo Resource Centre, room S-0805L, Tel: (212) 963-6927/963-0034; Fax: (212) 963-1658. Special requests for other photographs may be addressed to Mr. Evan Schneider, room S-0927B, Tel: (212) 963-5828; such requests can be accommodated only as staffing constraints allow.

Delegate's Handbook

Delegate's Handbook

Sixtieth session of the
General Assembly of the United Nations

United Nations New York, 2005

Note

This booklet contains information of a general nature about United Nations Headquarters and is applicable throughout the sixtieth session. For information on the telephone system at United Nations Headquarters please refer to page 67 under Telecommunication Services. Changes or suggestions to the booklet should be addressed to the General Assembly Affairs Branch, room S-2994A, ext. 3.2337, fax: (212) 963-3783. This booklet is also available on the Internet at the United Nations website (www.un.org/geninfo).

ST/CS/55
September 2005

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I. Introductory information

United Nations Headquarters occupies an 18-acre tract of land on Manhattan Island. The site is bounded on the south by 42nd Street, on the north by 48th Street, on the west by what was formerly a part of First Avenue and is known now as United Nations Plaza, and on the east by the East River and Franklin D. Roosevelt Drive. The site is owned by the United Nations and is international territory.

The six main structures, all interconnected, comprising Headquarters are the General Assembly building, which contains, besides the plenary hall, a large conference room and four medium-sized meeting rooms; the long, low Conference building parallel to the river, which contains council chambers, conference rooms, lounges and restaurants; the 39-storey skyscraper office building, which houses the Secretariat; the Library building; the North Lawn extension; and the South Annex building. The General Assembly Hall and the council chambers are on the second floor level while all the other conference rooms in both buildings are on the concourse level. All conference rooms, council chambers and the plenary hall may be reached from the Delegates' Entrance in the General Assembly building.

Several buildings adjacent to the Headquarters also house some of the United Nations offices including the DC1 and DC2 which are located along 44th Street, UNITAR, the FF Building and Uganda House located along 45th Street, and the Alcoa Building located along 48th Street.

Entrance

Pedestrian entrance for delegations to the General Assembly Hall is located at First Avenue and 45th Street.

Authorization for delegation cars to enter and to park at United Nations Headquarters requires United Nations diplomatic licence plates ("D" plates) as well as an identification decal for the sixtieth session of the General Assembly. (For more information, please see Parking on pages 69-73.)

United Nations building passes and admission to meetings

1. Accreditation for members of official delegations

Passes for members of official delegations to regular and special sessions of the General Assembly and all other calendar meetings at Headquarters are authorized by the **Protocol and Liaison Service** (Room S-0201P, Ext. 3.7181, see pages 9-14 for Liaison Officers) and processed by the Pass and Identification Unit, located at First Avenue and 45th Street. Registration Forms for members of delegations to temporary meetings (Form SG.6) may be accessed through the website (www.missions.un.int) in English, French and Spanish or picked up at the Protocol Office (Room S-0201).

Types of passes:[1]

1. VIP pass without photo issued from Protocol Office for Heads of State/Government, Vice-Presidents, Crown Princes/Princesses;

[1] The requests and duly filled out forms must be submitted at least 48 hours in advance for proper accreditation and issuance of passes. Passes for those delegates who have been already entered into the electronic system may be picked up by a member of the Mission with proper identification. Spouses will be issued same type of passes as the principals.

2. VIP pass with photo issued from Protocol Office for Deputy Prime Ministers and Cabinet Ministers;
3. Gold pass for Heads of delegations processed at the Pass Office;
4. Red pass for all delegates processed at the Pass Office;
5. Protocol pass issued from Protocol Office for one day without photo and for a short duration with photo.[1]

Protocol requirements for issuance of passes:

For Heads of State/Government, Vice-Presidents, Crown Princes/Princesses:

Letter of request for pass from the Permanent Mission, indicating names and titles and specifying the duration of stay. Neither photos nor SG.6 Forms are required.

For Deputy Prime Ministers and Cabinet Ministers:

1. Letter of request for pass from the Permanent Mission, indicating names and functional titles and specifying the duration of stay. SG.6 Forms are not required.
2. Two colour passport-size photographs.

For delegates:

1. Registration of members of delegations to temporary meetings (Form SG.6).

[1] Issuance of Protocol passes will be curtailed for the duration of the General Debate except under very special circumstances. Protocol passes are not issued for calendar meetings at Headquarters.

2. Covering letter addressed to the Chief of Protocol and signed by Head of Chancery or administrative officer, indicating names and functional titles.

2. *Accreditation for media correspondents*

Accreditation for media correspondents with the written and online press, film, television, photo, radio and other media organizations is the responsibility of the Media Accreditation and Liaison Unit of the News and Media Division, Department of Public Information (room S-0250, ext. 3.7164, 3.6934, 3.6936, 3.6937, 3.7463 and 3.2870).

3. *Accreditation for non-governmental organizations*

(*a*) Designated representatives of non-governmental organizations in consultative status with the Economic and Social Council are issued grounds passes through the Non-Governmental Organizations Section of the Department of Economic and Social Affairs (room DC1-1480, ext. 3.3192).

(*b*) Designated representatives of non-governmental organizations associated with the Department of Public Information are issued grounds passes on an annual basis through the Non-Governmental Organizations Section of the Civil Society Service, Outreach Division of the Department of Public Information (DPI/NGO Resource Centre, room LIB-31, ext. 3.7234, 3.7078 and 3.7233).

Department of Safety and Security

	Ext.	Fax	Room
Under-Secretary-General for Safety and Security			
Mr. David Veness	7.3158	3.4104	FF-1708

The United Nations Security and Safety Service operates on a 24-hour basis.

	Ext.	Fax	Room
Office of Security and Safety Service Chief			
Mr. Bruno Henn	3.9345	3.6850	S-0945

	Ext.	Room
Security Operations Centre	3.6666	GA-100[1]

Takes enquiries for same-day lost and found items, requests for opening doors after regular office hours or on weekends and returning, after the close of business IDs previously left at the Visitors Information Desk before it closes for the day. All in-person inquiries should be directed initially to these offices.

In addition to providing security and safety on a 24-hour basis at Headquarters, the Service will:

(*a*) Issue grounds passes, which members of delegation may obtain on the First Floor of the UNITAR Building, 45th Street and First Avenue (First Avenue entrance) from 9 a.m. to 4 p.m., after being authorized by the Protocol and Liaison Service;

(*b*) Receive official telephone calls, telegrams and cables requiring follow up action after normal working hours;

(*c*) Assist in locating and notifying the Organization's senior officials in an emergency;

(*d*) Liaise with national security representatives regarding protection arrangements for dignitaries;

(*e*) Liaise with local authorities whenever outside emergency assistance (e.g. ambulance, medical, police) is required;

[1] Located opposite the Tour Pay-Desk in the Visitors Lobby.

(*f*) Handle lost and found property. During regular working hours, same-day lost property should be handed over or claimed from GA-100 (ext. 3.6666). At all other times from the first floor of the UNITAR building (ext. 3.7533).

Grounds passes are subject to check at all entry points. Delegates are expected to wear their grounds passes visibly on their outermost garment while on the premises.

Missing grounds passes should be reported without delay to the Special Services Unit (room S-0101, ext. 3.7531).

Delegates are reminded not to leave briefcases or any valuable items unattended in conference rooms.

Information

(Telephones and desk locations)

The Information Unit (ext. 3.7113) will advise on:

(*a*) The location and telephone numbers of delegations;

(*b*) The office or official to be contacted for technical queries;

(*c*) The location and telephone extensions of services, information media and United Nations clubs.

For information concerning the location and telephone numbers of Secretariat members, dial "0". (For further information regarding the telephone system of various offices in the United Nations, please see page 67.)

Information desks

- *General Assembly building*
  Public lobby (ext. 3.7758)
- *UNDC 1 building*
  Office lobby (ext. 3.8998)

- *UNDC 2 building*
  Office lobby (ext. 3.4989)
- *UNICEF House*
  Office lobby ((212) 326-7524)

Bulletin boards displaying the programme of meetings are located on the first floor of the General Assembly building just inside the Delegates' Entrance and on the concourse level between the General Assembly building and the Conference building.

Medical Services

The Medical Services Division provides emergency medical assistance to delegates and members of diplomatic missions to the United Nations.

The Medical Clinics are situated at the following locations:

Location

1. *Secretariat Building*
   Room S-0535, Telephone (212) 963-7090
2. *DC1 Building*
   Room DC1-1190, Telephone (212) 963-8990
3. *UNICEF House*
   Room H-0545, Telephone (212) 326-7541

Time

1. *Secretariat Building*
   The Medical Clinic is open on working days from 8.30 a.m. to 6 p.m. Physicians are available from 9 a.m. through 5 p.m.
2. *DC1 Building*
   The Medical Clinic is open on working days from 9 a.m. to 5.30 p.m.

3. *UNICEF House*

The Medical Clinic is open on working days from 9 a.m. to 5 p.m.

During the General Assembly (September to December) the opening hours of the Medical Clinic at the Secretariat are as follows:

Monday to Friday: 8.30 a.m. to 11.30 p.m.
Saturday: 11 a.m. to 7 p.m.
Sunday: Closed

In case of an emergency *within and outside* normal working hours:

- Call United Nations Security at extension 3.6666 if you are in the Secretariat Building; or
- Call 911 if located in any other building.

Facilities for the disabled

Facilities available in the meeting areas are:

Easily accessible restroom facilities are located in the General Assembly building first basement in the public concourse area, and in the "Neck" linking the General Assembly building and Conference building in the First Basement. The restroom at the rear of the General Assembly Hall is also accessible.

In the Conference building, the restrooms on the second floor are accessible to the disabled.

Elevators accessing the first floor and above in the Conference and General Assembly buildings are attended.

The Visitor's Entrance at 46th Street and First Avenue includes a ramp, allowing access both to the General Assembly and to the gardens.

Automatic teller machines, easily accessible for the disabled, are located at the south end of the main corridor on the first floor of the Conference building.

Special ramps are provided for access to conference room podiums where required.

Requests to connect hearing aid equipment to conference room audio distribution systems should be addressed to the Broadcast and Conference Support Section (BCSS), room L-1B-30, ext. 3.9485 or 3.7453, e-mail: request-for-services@un.org. BCSS can also loan neck-worn induction loops for hearing aids equipped with a T-Switch.

Protocol and Liaison Service

The Protocol and Liaison Service is part of the Executive Office of the Secretary-General.

	Ext.	Room
Chief of Protocol		
Ms. Aminata Djermakoye	3.7170	S-0201A
I. *Deputy Chief of Protocol*		
Mr. Paulose T. Peter	3.7179	S-0201B

Afghanistan
Armenia
Austria
Bahamas
Bhutan
Fiji
Georgia
Germany
Greece
Iceland
India
Italy
Jamaica
Japan
Kuwait
Lesotho
Lithuania
Marshall Islands
Mauritius
Micronesia
Myanmar
Nepal
New Zealand
Oman
Qatar
San Marino
Sierra Leone
Suriname
Swaziland
Syrian Arab Republic
Thailand
Timor-Leste
United Arab Emirates
United Kingdom of Great Britain and Northern Ireland
Zimbabwe

Observers

Holy See
Asian Development Bank
Customs Cooperation Council
Eurasian Economic Community
International Committee of the Red Cross
International Federation of Red Cross and Red Crescent Societies
International Tribunal for the Law of the Sea
League of Arab States
Pacific Islands Forum
South Asian Association for Regional Cooperation

	Ext.	Room
II. *Protocol and Liaison Officers*		
A. Ms. Michèle Fatima Alzouma	3.7180	S-0201N

Algeria	Côte d'Ivoire	Maldives
Bahrain	Croatia	Mauritania
Belgium	Democratic Republic of the Congo	Monaco
Belize		Mozambique
Benin		Namibia
Botswana	Djibouti	Niger
Burkina Faso	Egypt	Republic of Korea
Burundi	France	Rwanda
Cambodia	Gabon	Senegal
Cape Verde	Guinea	Seychelles
Central African Republic	Jordan	Somalia
	Lebanon	United Republic of Tanzania
Chad	Liechtenstein	
Comoros	Luxembourg	United States of America
Congo	Madagascar	

Observers

African Development Bank
African Union

Community of Sahelo-Saharan States
Economic Community of Central African States
Economic Community of West African States
East African Community
International Criminal Police Organization (Interpol)
International Hydrographic Organization
International Organization of la Francophonie
Organization for Economic Cooperation and Development
Organization of the Islamic Conference
Partners in Population and Development
Southern African Development Community

	Ext.	Room
B. Mrs. Almudena de Ameller	3.7178	S-0201C

Albania
Andorra
Argentina
Bolivia
Chile
Colombia
Costa Rica
Cuba
Cyprus
Dominica
Dominican Republic
Ecuador
El Salvador
Equatorial Guinea
Guatemala
Haiti
Honduras
Israel
Kiribati
Mexico
Nauru
Nicaragua
Pakistan
Palau
Panama
Paraguay
Peru
Philippines
Saint Vincent and the Grenadines
Samoa
Spain
Sweden
Switzerland
Togo
Tonga
Tuvalu
Uruguay
Venezuela (Bolivarian Republic of

Observers

Agency for the Prohibition of Nuclear Weapons in Latin America and the Caribbean
Andean Community

Association of Caribbean States
Caribbean Community (CARICOM)
Central American Integration System
Council of Europe
European Community
Inter-American Development Bank
Latin American Economic System (SELA)
Latin American Parliament
Organization of Eastern Caribbean States
Organization for Security and Cooperation in Europe
Organization of American States

	Ext.	Ro
C. Ms. Li Xiaoyi	3.5941	S-0201

Angola
Antigua and Barbuda
Australia
Bangladesh
Barbados
Bosnia and Herzegovina
Brazil
Brunei Darussalam
Cameroon
Canada
China
Denmark
Estonia
Finland
Gambia
Grenada
Guinea-Bissau
Guyana
Indonesia
Ireland
Kenya
Latvia
Liberia
Malawi
Malaysia
Malta
Netherlands
Nigeria
Norway
Papua Ne
Portugal
Saint Kit
Nevis
Saint Luc
Sao Tom
Princip
Saudi Ar
Singapor
Solomon
Sri Lanka
Sudan
Vanuatu

Observers

African, Caribbean and Pacific Group of States
Asian-African Legal Consultative Organization
Commonwealth Secretariat

Community of Portuguese-speaking Countries
International Centre for Migration Policy Development
International Organization for Migration
International Union for the Conservation of Nature and Natural Resources
Permanent Court of Arbitration
Shanghai Cooperation Organization

	Ext.	Room
D. Mr. Fariz Mirsalayev	3.7177	S-0201O

Azerbaijan
Belarus
Bulgaria
Czech Republic
Democratic People's Republic of Korea
Eritrea
Ethiopia
Ghana
Hungary
Iran (Islamic Republic of)
Iraq
Kazakhstan
Kyrgyzstan
Lao People's Democratic Republic
Libyan Arab Jamahiriya
Mali
Mongolia
Morocco
Poland
Republic of Moldova
Romania
Russian Federation
Serbia and Montenegro
Slovakia
Slovenia
South Africa
Tajikistan
The former Yugoslav Republic of Macedonia
Trinidad and Tobago
Tunisia
Turkey
Turkmenistan
Uganda
Ukraine
Uzbekistan
Viet Nam
Yemen
Zambia

Observers

Palestine
Black Sea Economic Cooperation Organization
Collective Security Treaty Organization
Commonwealth of Independent States
Economic Cooperation Organization
GUUAM

Inter-Parliamentary Union
International Development Law Organization
International Institute for Democracy and Electoral Assistance
International Organization of la Francophonie
International Seabed Authority
Sovereign Military Order of Malta

Credentials

Credentials are required for representatives of Members States of the General Assembly, the Security Council, the Economic and Social Council and the Trusteeship Council. For the sessions of the General Assembly, credentials of representatives (issued by the head of State or Government or by the Minister for Foreign Affairs) should be submitted to the Secretary-General not less than one week before the opening of the session through the Secretary of the Credentials Committee, Office of Legal Affairs (room S-3420A) or the Protocol and Liaison Service (room S-0201). A copy of the credentials should be sent to the Protocol and Liaison Service for accreditation purposes.

List of permanent missions to the United Nations

The Protocol and Liaison Service publishes twice a year a handbook entitled "Permanent Missions to the United Nations" (Blue Book). This publication lists the diplomatic personnel of Member and non-member States, the staff of intergovernmental organizations accredited to the United Nations as observers and the staff of liaison offices of United Nations specialized agencies, as well as the membership of the principal organs of the United Nations.

A weekly addendum to the "Blue Book" records all interim movements of personnel and changes in address, telephone/telefax numbers, national holiday, etc. The "Blue Book" may be accessed through the website (www.mission.un.int).

II. The General Assembly and its Main Committees

Sixtieth regular session

At its fifty-ninth session, pursuant to rule 30, as amended by resolution 56/509 of 8 July 2002, the General Assembly elected in June 2005 the President and Vice-Presidents for the sixtieth session.

Pursuant to the same rule, as amended by resolution 58/126 of 19 December 2003, the six Main Committees elected in June 2005 their respective Chairmen for the sixtieth session, and also the full Bureaux of their respective Main Committees.

Information on the General Assembly is available electronically on the Internet through the UN website: www.un.org/ga.

Information on the General Assembly is also available in:

Arabic: www.un.org/arabic/ga
Chinese: www.un.org/chinese/ga
French: www.un.org/french/ga
Russian: www.un.org/russian/ga
Spanish: www.un.org/spanish/ga

The President of the General Assembly

The President of the General Assembly for the sixtieth session is H.E. Mr. Jan Eliasson (Sweden).

Office of the President

The Office of the President of the General Assembly is located on the second floor of the Conference building between the ECOSOC and Trusteeship Council Chambers.

	Ext.	Fax	Room
Office of the President			
	(212) 963-7555	(212) 963-3301	C-204
Spokesperson			
	(212) 963-7555	(212) 963-3301	C-204

Information on the General Assembly Presidency is available electronically on the Internet through the UN website as follows:

Arabic: www.un.org/arabic/ga/president
Chinese: www.un.org/chinese/ga/president
English: www.un.org/ga/president
French: www.un.org/french/ga/president
Russian: www.un.org/russian/ga/president
Spanish: www.un.org/spanish/ga/president

Secretariat arrangements for the General Assembly

The Secretary-General acts in that capacity at all meetings of the General Assembly.

Overall responsibilities for the work of the Secretariat in connection with the General Assembly are vested in the Under-Secretary-General for General Assembly and Conference Management.

The Director of the General Assembly and ECOSOC Affairs Division coordinates the work of the session. She also assumes direct responsibility for the servicing of plenary meetings and the meetings of the General Committee.

Specific responsibility for the work of the Main Committees and other committees or organs is vested in the representatives of the Secretary-General to those committees, namely, the under-secretaries-general or other officials listed below under the appropriate committee. The secretaries of the Main Committees and other committees or organs of the General Assembly,

who are also listed below, are provided by the appropriate departments or offices of the Secretariat.

Plenary meetings of the General Assembly and meetings of the General Committee

	Ext.	Fax	Room
Under-Secretary-General for General Assembly and Conference Management			
Mr. Chen Jian	3.8362	3.8196	S-2963A

Questions relating to the work of the Assembly should be referred to the General Assembly and ECOSOC Affairs Division.

Director			
Ms. Margaret Kelley	3.0725	3.5305	S-2977A
		e-mail: kelley@un.org	

General Assembly Affairs Branch

Coordination, procedures, organizational matters, plenary elections and candidatures 3.2332
Faxes: (212) 963-4230 (General)
(212) 963-3783 (List of speakers)

	Ext.	Fax	Room
Chief			
Mr. Ion Botnaru	3.2336		S-2925A
		e-mail: botnaru@un.org	
Ms. Margie Kam	3.2335		S-2925C
		e-mail: kam@un.org	
Ms. Radhika Padayachi	3.2338		S-2925B
		e-mail: padayachi@un.org	
Mr. Georg Zeiner	3.1174	3.3783	S-2940A
		e-mail: zeiner@un.org	

	Ext.	Fax	Room
Arrangements for the list of speakers			
Ms. Carmencita Dizon	3.5063	3.3783	S-2940
		e-mail: dizon@un.org	
Information on plenary elections and candidatures			
Ms. Alicia Santomauro	3.2337	3.3783	S-2994A
		e-mail: santomauro@un.org	
Membership of Main Committees			
Ms. Mériem Heddache	3.2970	3.4230	S-2925AA
		e-mail: heddachem@un.org	

While meetings of the General Assembly are in progress, most of the staff listed above may be reached at ext. 3.7786/3.7787/3.7789, fax: 3.4423.

All those listed above deal with matters relating to plenary meetings of the General Assembly and meetings of the General Committee.

Questions relating to General Assembly documentation should be addressed to the staff of the Documentation Programming and Monitoring Unit listed below.

Documentation Programming and Monitoring Unit
Fax: (212) 963-3696

Chief		
Mr. Xiong Lixian	3.4244	S-2376A
		e-mail: xiong@un.org
Ms. Eslyn Sylvester	3.5432	S-2376B
		e-mail: sylvestere@un.org
Ms. Mildred Fernandes	3.5731	S-2376C
		e-mail: fernandesm@un.org
Ms. Faika Jackson	3.9221	S-2376
		e-mail: jacksonf@un.org

	Ext.	Fax	Room
Ms. Cora Buenconsejo	3.7780		S-2376

e-mail: buenconsejo@un.org

Questions on other matters should be referred to the appropriate offices listed below.

Main Committees of the General Assembly

First Committee

Chairman: H.E. Mr. Choi Young-jin (Republic of Korea)

Under-Secretary-General for Disarmament Affairs

Mr. Nobuyasu Abe	3.1570	3.4066	S-3170A

Secretary of the First Committee

Ms. Cheryl Stoute	3.5595	3.5305	S-2977H

Secretary of the Disarmament Commission[1]

Mr. Sergei Cherniavsky	3.3051	3.5305	S-2977G

Special Political and Decolonization Committee (Fourth Committee)

Chairman: H.E. Mr. Yashar Aliyev (Azerbaijan)

Under-Secretary-General for Peacekeeping Operations

Mr. Jean-Marie Guéhenno	3.8079	3.9222	S-3727B

Under-Secretary-General for Political Affairs

Mr. Ibrahim Gambari	3.7039	3.5065	S-3770A

[1] The Disarmament Commission works in close cooperation with the First Committee and has similar agenda items on disarmament and international security issues.

	Ext.	Fax	Room
Under-Secretary-General for Communications and Public Information			
Mr. Shashi Tharoor	3.6830	3.4361	S-1027A
Assistant Secretary-General for Political Affairs			
Assistant Secretary-General for Political Affairs			
Mr. Tuliameni Kalomoh	3.4049	3.1323	S-3570A
Acting Commissioner of the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA), Gaza			
Ms. Karen Konhing AbuZayd	3.2255	935-7899	DC1-1265* One UN Plaza
Secretary of the Special Political and Decolonization Committee			
Mr. Saijin Zhang	3.5314	3.5305	S-2977K

Second Committee

Chairman: H.E. Mr. Aminu Bashir Wali (Nigeria)

Under-Secretary-General for Economic and Social Affairs			
Mr. José Antonio Ocampo	3.5958	3.1010/ 3.4324	DC2-2320
High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States, Under-Secretary-General			
Mr. Anwarul K. Chowdhury	3.9078	3.0419	UH-903 Uganda House, 336 East 45th St.

* New York liaison office.

	Ext.	Fax	Room
Executive Secretary of the Economic Commission for Europe (ECE), Geneva			
Ms. Brigita Schmögnerová	3.6905	3.1500	S-3127A*
Executive Secretary of the Economic and Social Commission for Asia and the Pacific (ESCAP), Bangkok			
Mr. Kim Hak-Su	3.6905	3.1500	S-3127A*
Executive Secretary of the Economic Commission for Latin America and the Caribbean (ECLAC), Santiago			
Mr. José Luis Machinea	3.6905	3.1500	S-3127A*
Executive Secretary of the Economic Commission for Africa (ECA), Addis Ababa			
Mr. K. Y. Amoako	3.6905	3.1500	S-3127A*
Executive Secretary of the Economic and Social Commission for Western Asia (ESCWA), Beirut			
Ms. Mervat Tallawy	3.6905	3.1500	S-3127A*
Executive Director of the United Nations Children's Fund (UNICEF)			
Ms. Ann Veneman	326-7028	326-7758	H-1380 UNICEF House
Executive Director of the World Food Programme			
Mr. James T. Morris	3.6884	3.8019	DC2-2500** Two UN Plaza
Secretary-General of the United Nations Conference on Trade and Development (UNCTAD), Geneva			
Mr. Supachai Panitchpakdi	3.4319	3.0027	DC2-1120** Two UN Plaza

* New York office.

** New York liaison office.

	Ext.	Fax	Room
Administrator of the United Nations Development Programme (UNDP)			
Mr. Kemal Derviş	906-5791	906-5778	DC1-2128 One UN Plaza
Executive Director of the United Nations Population Fund (UNFPA)			
Ms. Thoraya Obaid	297-5111	297-4911	DN-1901 220 East 42nd St.
Executive Director of the United Nations Environment Programme (UNEP), Nairobi			
Mr. Klaus Toepfer	3.8138	3.7341	DC2-0816* Two UN Plaza
Executive Director of the United Nations Institute for Training and Research (UNITAR), Geneva			
Mr. Marcel André Boisard	3.9683	3.9686	DC1-0603* One UN Plaza
Rector of the United Nations University (UNU), Tokyo			
Mr. J. A. van Ginkel	3.6387	371-9454	DC2-1462** Two UN Plaza
Under-Secretary-General, Executive Director of the United Nations Human Settlements Programme			
Ms. Anna Kajumulo Tibaijuka	3.4200	3.8721	DC2-0943* Two UN Plaza
Secretary of the Second Committee			
Mr. Nikhil Seth	3.4640	3.5935	S-2950C

* New York liaison office.
** North America office.

Third Committee

Chairman: H.E. Mr. Francis K. Butagira (Uganda)

	Ext.	Fax	Room
Under-Secretary-General, Director-General of the United Nations Office at Vienna, and Executive Director of the United Nations International Drug Control Programme			
Mr. Antonio Maria Costa	3.5631	3.4185	DC1-0613* One UN Plaza
Under-Secretary-General for Economic and Social Affairs			
Mr. José Antonio Ocampo	3.5958	3.1010/ 3.4324	DC2-2320
Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator			
Mr. Jan Egeland	3.2738	3.1312/ 3.9489	S-3627A
United Nations High Commissioner for Human Rights (Geneva)			
Ms. Louise Arbour	3.5931	3.4097	S-2914A**
United Nations High Commissioner for Refugees (UNHCR), Geneva			
Mr. António Manuel de Oliveira Guterres	3.6200	3.0074	DC1-2610** One UN Plaza
Assistant Secretary-General, Office of the Special Adviser on Gender Issues and Advancement of Women			
Ms. Rachel Mayanja	3.5086	3.1802	DC2-1220 Two UN Plaza
Secretary of the Third Committee			
Mr. Moncef Khane	3.2322	3.5935	S-2950D

* New York office.
** New York liaison office.

	Ext.	Fax	Room
Fifth Committee			
Chairman: H.E. Mr. John William Ashe (Antigua and Barbuda)			
Under-Secretary-General for Management			
Mr. Christopher Bancroft Burnham	3.8227	3.8424	S-2700A
Under-Secretary-General for Internal Oversight Services			
Ms. Inga-Britt Ahlenius	3.6196	3.7010	S-3527A
Officer-in-Charge for Human Resources Management			
Ms. Jan Beagle	3.3432	3.9514	S-2500A
Assistant Secretary-General for Programme Planning, Budget and Accounts, and Controller			
Mr. Warren Sachs	3.5569	3.8061	S-2627A
Secretary of the Fifth Committee			
Mr. Movses Abelian	3.8255	3.0360	S-2633A
Sixth Committee			
Chairman: H.E. Mr. Juan Antonio Yáñez-Barnuevo (Spain)			
Under-Secretary-General for Legal Affairs, The Legal Counsel			
Mr. Nicolas Michel	3.5338	3.6430	S-3427A
Assistant Secretary-General for Legal Affairs			
Mr. Ralph Zacklin	3.5342	3.6430	S-3427B
Secretary of the Sixth Committee			
Mr. Václav Mikulka	3.5345	3.1963	S-3460A

	Ext.	Fax	Room

Other organs

Credentials Committee

Under-Secretary-General for Legal Affairs, The Legal Counsel
Mr. Nicolas Michel 3.5338 3.6430 S-3427A

Secretary
Ms. Daphna Shraga 3.2250 3.6430 S-3420I

Advisory Committee on Administrative and Budgetary Questions

Executive Secretary
Mr. Jules Corwin 3.7456 3.6943 CB-060E

Committee on Contributions

Secretary
Mr. Mark Gilpin 3.5866 3.1943 S-1841

Ad Hoc Committee of the General Assembly for the Announcements of Voluntary Contributions to the United Nations Relief and Works Agency for Palestine Refugees in the Near East

Secretary
Mr. Saijin Zhang 3.5314 3.5305 S-2977K

III. Conference services

Meetings services

The Department for General Assembly and Conference Management is responsible for providing meetings services, including interpretation, the provision of meeting records and the editing, translation, reproduction and distribution of documents.

General inquiries regarding meetings services may be made to the Planning and Meetings Servicing Section (room S-1537, ext. 3.6540); inquiries regarding documents may be made to Documents Control (room S-1552, ext. 3.6579).

Programme of meetings

The Meetings Planning and Programming Unit prepares daily a programme of meetings for the following day. The programme is printed in the *Journal*, giving the conference rooms and other relevant information concerning the meetings. Queries regarding the schedule of meetings may be addressed to the Meetings Planning and Programming Unit (ext. 3.8114 or 3.7351).

Duration of meetings

Normally, morning meetings are scheduled from 10 a.m. to 1 p.m. and afternoon meetings from 3 p.m. to 6 p.m.

Owing to the heavy demand for meetings and the limited facilities available, it is essential that meetings should start on time and that the above schedule be respected to the fullest extent possible. Therefore,

delegations are urged to be present at the meetings on time. It is also advisable to schedule related meetings consecutively whenever possible to ensure the maximum utilization of available services. For ease of transition, however, there should be a short gap between unrelated meetings.

Meetings of regional and other major groupings of Member States and other informal meetings can be accommodated only if and when services originally earmarked for meetings of charter or mandated bodies are released.

Use of UN electronic equipment

It should be noted that in conference rooms where simultaneous interpretation audio systems are installed, care should be taken in utilizing microphones, channel selectors, voting switches and audio earphones as these are sensitive electronic devices. Delegates and other meeting participants are requested not to place water and/or other liquids on tables or surfaces where spillages might occur and come into contact with these devices and/or other electronic equipment thus causing serious malfunction.

Seating arrangements

The delegation of Thailand has been chosen by lot to occupy the first seat in the General Assembly Hall during the sixtieth session of the General Assembly. The delegation of Thailand will, therefore, be seated in the front row at the extreme left (the Secretary-General's side of the podium). Delegations of the other Member States will follow in the English alphabetical order of names, in accordance with established practice. The same seating arrangement applies to meetings of the Main Committees.

Copies of the floor plan showing the seating arrangement are available in the Meetings Servicing Unit (room S-B1-02, ext. 3.7348).

Members of delegations are reminded not to take photographs in the General Assembly Hall and to refrain from making or accepting cellular phone calls at their delegation tables.

Journal of the United Nations

The *Journal of the United Nations* is issued daily on working days in English and French. During the sessions of the General Assembly, it is published in the six official languages (Arabic, Chinese, English, French, Russian and Spanish). The *Journal*, which is also available on the website of the United Nations and on the Official Document System (ODS), contains:

(*a*) Programme of meetings and agenda;
(*b*) Summary of meetings;
(*c*) Signatures and ratifications for multilateral treaties deposited with the Secretary-General;
(*d*) Announcements;
(*e*) Daily list of and direct link to documents issued at Headquarters;
(*f*) List of Chairmen of Regional Groups for each month;
(*g*) List of websites.

Material for insertion in the *Journal* should be communicated by e-mail (journal@un.org), if possible with a confirmation by fax to (212) 963-4790 or on a diskette to room S-2370. The deadline for the inclusion of all material for the *Journal* issue of the next day is *7 p.m.*

All queries may be made from 3 p.m. onwards at ext. 3.3888.

Interpretation

Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. In order to ensure quality interpretation of written speeches, it is essential that the delegations provide interpreters with copies of their speeches and speak at a speed that is interpretable. Any representative may also, in keeping with rule 53 of the rules of procedure of the General Assembly, make a statement in a language other than the official languages. In such cases, the delegation in question must provide either an interpreter or a written text of the statement in one of the official languages. On the basis of this interpretation or written text, which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. However, the delegation concerned should make available to the United Nations interpreter someone known as "pointer", who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter throughout the translated text and to ensure synchronization between the speaker and the interpreter.

Written translations of statements delivered in official languages

If written texts are provided in more than one official language, delegations should indicate clearly which of these is to be accepted as the official text. When delegations provide a written translation of their statement, they should specify on the first page of that text whether it should be "read out verbatim" or "checked against delivery".

If delegations wish their translations to be read out verbatim, any deviation from the text on the part of the

speaker, including omissions and additions, are unlikely to be reflected in the interpretation.

If delegations believe that the speaker may deviate from the text, they should opt for "check against delivery" and the interpreters will follow the speaker and not the translation. In this case, delegations should be aware that the interpretation heard by the audience will not necessarily correspond to the translation that they may have distributed to the audience and the press before or during the delivery of the statement.

Representatives who take the floor in conference rooms should bear in mind that the microphone before them is inoperative until they have been called upon to speak by the chairman. In order to ensure the best possible recording and interpretation of their speeches, they should speak directly into the microphones and clearly, particularly when giving figures, quotations or highly technical material, and when reading from a prepared text (see also page 34). Extraneous noises, like tapping on the microphone to test if it is working, turning pages or answering cellular phone calls, should also be avoided.

While delegations are increasingly given a time frame in which to deliver their statements, they are kindly requested to speak at a normal speed* at all times to enable the interpreters to give an accurate and complete rendition of their statements. When statements are delivered as fast as possible in order to comply with the time limit, the quality of the interpretation suffers.

Records of meetings

Meeting records are provided for the plenary meetings of principal organs, for meetings of the Main

* For instance, the normal speed in English is 100 to 120 words per minute.

Committees of the General Assembly and, on a limited and selective basis, for meetings of certain other bodies. Meeting records may take the form either of verbatim records (PVs) or of summary records (SRs). The records are prepared by the Secretariat and are subject to correction by delegations. However, corrections that add to, or alter the sense of, a statement as actually delivered cannot be accepted.

Verbatim records cover the proceedings *in extenso* utilizing interpretations for languages other than the original.

Delegates are advised that if any portion of a written statement is not actually read out, it will not appear in the record of that meeting.

Summary records cover the proceedings in a concise, abbreviated form. They are not intended to include each intervention, or to reproduce statements textually.

The provision of written records (verbatim or summary) for United Nations bodies is regulated by a number of decisions of the General Assembly and other principal organs.

In addition, sound recordings of meetings are made and may be consulted (see page 65).

Corrections to meeting records

Corrections to meeting records should bear the signature of a member of the delegation concerned and should be sent or delivered to the following offices: for verbatim records to Chief, Verbatim Reporting Service, room C-154A; for summary records to Chief, Official Records Editing Section, room DC2-0766, Two United Nations Plaza.

Corrections should be indicated in a memorandum and/or inserted in a copy of the record. If no memorandum is sent, the front page of the corrected

record should bear the signature and title of an authorized official of the delegation concerned.

Delegations are requested to make sure that, when the corrections are made by hand, they are written clearly and that the place in which they are to be inserted is indicated precisely.

A. Verbatim records

Corrections to verbatim records (PVs) should be limited to errors and omissions in statements as actually delivered, that is, in the original language. When a request is submitted for a correction, a check is made against the sound recording of the relevant speech.

B. Summary records

Corrections to summary records (SRs) should not cover points of style, nor include lengthy additions that would upset the general balance of the summary record.

The text of a speech should not be submitted in lieu of corrections.

Issuance of corrections

Records of United Nations bodies are reissued as corrected only in certain cases. These include records of meetings of the Security Council and plenary meetings of the Economic and Social Council. For other bodies, including the General Assembly and its Main Committees, records are issued only once and approved corrections are reflected in a single corrigendum issued periodically. Only in cases of serious errors or omissions materially affecting the course of the proceedings may a correction be issued immediately. In the case of verbatim records, such exceptional corrections will be resorted to only to revise errors or omissions in the original language version of a

statement. Other language versions would be brought in conformity, if necessary, with the corrected text in the original language.

Prepared texts of speeches

A minimum of 30 copies of the text of speeches to be delivered in plenary meetings and meetings of the Main Committees should be given in advance to the conference officer in order to help the Secretariat provide the best possible service. Failing this, delegations are urged to provide six copies for interpreters and record-writers *before* the speaker takes the floor. If films or other visual materials are used, copies of the scripts should also be provided.

The electronic version of the text of speeches, preferably as an MS WORD file attachment, should be sent by e-mail to DPI@un.int for posting on the UN website.

If delegations wish to have the text of speeches distributed to delegations, specialized agencies, observers, interpreters, record-writers and press officers, 300 copies are required. For distribution in the General Assembly Hall, texts should be delivered to the documents counter on the left side of the Hall or to the conference officer.

Documents facilities

Translation and reproduction of documents

Delegations wishing to submit documents for consideration by a United Nations body should present them to the Secretary-General or to the secretary of the body concerned. The staff of Documents Control is not authorized to accept documents for translation or reproduction directly from delegations.

The categories of documents are as follows:

(*a*) The "General" series;

(*b*) The "Limited" series, the serial number of which is preceded by the letter L. This series comprises documents of a temporary nature such as draft resolutions and amendments thereto. When such documents are submitted during a meeting and are required urgently, advance versions marked "Provisional" are translated and reproduced immediately by special arrangements and distributed to participants only. Edited texts and revised translations are issued later;

(*c*) The "Restricted" series, the serial number of which is preceded by the letter R. This series contains only those documents whose content requires at the time of issuance that they should not be made public;

(*d*) Conference room papers or working papers identified by the letters "CRP" or "WP" before the serial number. These are informal papers, in one or more languages, used in the course of a meeting or meetings and distributed only to participants and other interested recipients attending the meetings at which they are discussed.

Distribution of documents for delegations

A list of documents distributed at Headquarters is issued daily. Documentation distributed daily to delegations in accordance with stated requirements will be available for pick-up at the delegations' pick-up area located at the service entrance to the North Lawn complex from 7.30 a.m. to 9.30 a.m. on weekdays.

The Delegation Station on the concourse level of the Secretariat building (room S-B1-060, ext. 3.7373) is open for secondary requests during working hours on weekdays.

A limited number of copies of documents containing draft proposals for action during the meetings in progress will be available at the documents counter in the conference rooms.

Special requests for distribution arrangements can be made by writing to or by calling the Chief of the Publishing Section (room NL-314A, ext. 3.8044).

Arrangements for automatic distribution should be made by calling ext. 3.7344; secondary requests should be made in person at S-B1-60 or by calling ext. 3.7373.

Only United Nations documents may be distributed during the meetings.

The United Nations official document system (ODS) contains electronic versions in all official languages of all documents. It can be accessed free of charge by all permanent missions to the United Nations and other government offices. Documents stored in the official document system are indexed following the structure of the United Nations Bibliographic Information System (UNBIS) and can be searched, retrieved for viewing and printing and downloaded.

Information on the official document system can be requested from ext. 3.6439.

IV. Media, public and library services

Spokesman for the Secretary-General

The Office of the Spokesman for the Secretary-General is located on the third floor of the Secretariat building.

	Ext.	Room
Spokesman for the Secretary-General		
Mr. Stéphane Dujarric de la Rivière	3.6172	S-0378A
Deputy Spokesperson		
Ms. Marie Okabe	3.1104	S-0378A
Press inquiries	3.7160/3.7161/3.7162	S-0378

Press conferences

Requests for press conferences should be addressed to the Office of the Spokesman for the Secretary-General (room S-0378, ext. 3.7160, 3.7161 and 3.7162).

Services to correspondents

Daily press briefings are given at noon in room S-0226 by the Spokesman for the Secretary-General. During General Assembly sessions, the Spokesperson for the President of the General Assembly also briefs the press on Assembly matters. These daily briefings are webcast live and are archived for on-demand viewing immediately afterwards (www.un.org/webcasts). Highlights of the noon briefing can be found on the website of the Spokesman's Office (www.un.org/news/ossg/hilites.htm). For other services, see www.un.org/news/ossg. The noon briefing by the

Spokesman and the monthly press briefing by the Security Council president are accessible to delegates in Studio 4.

Additional services to correspondents in the press area on the second and third floors include: assistance from the Spokesman for the Secretary-General and his staff; assistance from the Media Accreditation and Liaison Unit, Department of Public Information, in the provision of tickets for seats in the press galleries (room S-0250, ext. 3.6937, 3.7463, 3.2870); distribution of press releases, official documents and access to delegation press releases that are made available at the Media Documents Centre (room S-0390, ext. 3.7165); and announcements of briefings and press conferences through the paging system.

Working facilities for correspondents are provided in the press areas on the third and fourth floors, as well as in booths.

Public information

The Department of Public Information provides a wide range of services to representatives of the media, non-governmental organizations and the general public. The office of the Under-Secretary-General for Communications and Public Information is located on the 10th floor of the Secretariat building.

	Ext.	Room
Under-Secretary-General for Communications and Public Information		
Mr. Shashi Tharoor	3.6830/ 3.2912	S-1027A
Chief, Office of the Under-Secretary-General		
Ms. Paula Refolo	3.6867	S-1027C

	Ext.	Room
News and Media Division		
Director		
Mr. Ahmad Fawzi	3.6856	S-0837A
Deputy Director, and Chief, Internet Service		
Mr. Roy Laishley	3.6832	S-0827J
UN Web Services Section (UN website information, www.un.org)		
Chief		
Mr. Mahbub Ahmad	3.6974	S-1005A
News Services Section (UN News Centre, www.un.org/news)		
Chief		
Mr. Alex Taukatch	3.7158	S-0900A
Press Service		
Chief		
Ms. Shirley Brownell	3.9653	S-0290A
Meeting Coverage Section (Press Releases)		
Chief		
Mr. Collinet Finjap Njinga	3.5850	S-0290B
Press Desk (English)	3.7211	
Press Desk (French)	3.7191	
Media Accreditation and Liaison Unit		
Chief		
Mr. Gary Fowlie	3.6934/ 3.6937	S-0250
Media Documents Centre		
Supervisor		
Ms. Robin Dellarocca	3.7165	S-0394

	Ext.	Room
Radio and Television Service		
Chief		
Ms. Susan Farkas	3.3407	S-0850A
Radio Section		
Chief		
Mr. Ransford Cline-Thomas	3.6957	S-0850B
TV News and Audio-Visual Production Section		
Chief		
Mr. Joseph McCusker	3.7462	S-0894A
TV Features Production Section		
Chief		
Mr. Enrique Yeves	3.1256	S-0827A
Strategic Communications Division		
Director		
Ms. Susan Markham	3.6862	S-0941A
Committee Liaison Unit		
Chief		
Mr. Hasan Ferdous	3.6555	S-0994B
Communications Campaigns Service		
Chief		
Mr. Manoel de Almeida e Silva	3.1895	S-0955A
Information Centres Service		
Chief		
Ms. Lyutha Al-Mughairy	3.5125	S-0260A
Outreach Division		
Director		
Mr. Raymond Sommereyns	3.3064	L-382A

	Ext.	Room
Civil Society Service		
Chief		
Mr. Ramu Damodaran	3.6173	S-1060F
Dag Hammarskjöld Library		
Head Librarian		
Ms. Linda Stoddart	3.7443	L-327A
Sales and Marketing Section		
Chief		
Mr. Christopher Woodthorpe	3.8321	DC2-0870

Press releases, distribution of speeches

The Meetings Coverage Section prepares and issues on the same day press releases in English and French on most open meetings held at United Nations Headquarters. In addition, releases are issued on United Nations conferences and meetings held in other parts of the world. These releases, which are prepared for the use of information media and are not official records, also contain background information. Press releases are made available electronically on the UN website (www.un.org/apps/press/latest.asp for English; www.un.org/apps/press/latestFrench/asp for French).

Accredited correspondents may obtain press releases from the Media Documents Centre in the press working area on the third floor of the Secretariat building (ext. 3.7165). Delegations wishing to provide texts of speeches or press releases to information media should bring 100 copies to the Media Documents Centre (room S-0394) where they will be made immediately available. Texts of speeches or delegation press releases must be issued under the letterhead of the mission responsible and should be dated. In addition, statements made during the general debate of the

General Assembly, special sessions or other major events at Headquarters should be e-mailed as early as possible to webcast@un.org for posting on the UN website. Additional hard copies should be delivered to room S-1037A.

The latest on UN-related developments can be found at the UN News Centre at www.un.org/news, which also provides an e-mail version. The website also provides access to selected reports of the Secretary-General, Security Council resolutions and presidential statements, parliamentary documents and other information. The "Issues on the UN Agenda" page provides a one-stop shop for information on 50 major topics (www.un.org/issues). A list of street and e-mail addresses, telephone and fax numbers of UN Permanent Missions is available at www.un.org/English. The *UN Journal* contains the daily programme of meetings at Headquarters (for *Journal* information, see p. 29).

In addition, the noon press briefings by the Spokesman for the Secretary-General as well as other press briefings and meetings of principal organs and conferences are webcast live as well as being available on demand at www.un.org/webcast. The audio-visual pages provide access to audio news files from UN Radio, various video products and to photos. The documents alert service, research guide, UN-I-QUE (Info Quest) database and the new UN system Pathfinder, together with databases featuring international treaties, statistical indicators, landmine information, information concerning refugees, document symbols and sales numbers are also available for consultation. Materials from the Global Teaching and Learning Project (CyberSchoolBus) UN Chronicle and UN Works can be used by students and teachers alike.

The UN website also offers delegates access to research tools and links to other home pages in the UN

family. Those interested in obtaining UN publications can do so by consulting the online catalogue and order information. You may also find information on services to visitors and guided tours at Headquarters and remote users of the UN website can take a virtual tour of Headquarters and the UN Office at Geneva.

Additional information can be obtained from the Web Services Section (ext. 3.0780).

Accreditation and liaison to correspondents and photographers

The Media Accreditation and Liaison Unit provides the following services to correspondents:

- Accreditation, liaison and other services to journalists, film and television crews and photographers (room S-0250, ext. 3.6937, fax 3.4642);
- Seats (space permitting) in the press gallery to observe General Assembly, Security Council and other meetings. Members of the visual media will be granted booth positions for covering meetings and other events;
- Arrangements for pool coverage during visits of heads of state or government. This office is also responsible for giving clearance to film/TV crews and photographers for location filming. These requests should be made in advance in writing (room S-0250, ext. 3.6934, 3.6936, 3.6937 and 3.7164, fax 3.4642).

Services to professional photographers

Accreditation, information materials, access to meetings as available, and briefings on United Nations activities in the field are provided to professional photographers.

Campaign and issue focal points

The Department undertakes multimedia information campaigns on priority issues, including for major United Nations conferences and observances. These campaigns are coordinated by the Strategic Communications Division, which draws up communications strategies in cooperation with substantive offices. The issue focal points do proactive media outreach and arrange for production of materials such as press kits, brochures, posters and background information. To find out more about priority campaigns and issues, or to obtain copies of the promotional materials, contact the following focal points:

Development Section for economic, social and sustainable development issues:
Telephone: (212) 963-6877; Fax: (212) 963-1186
E-mail: mediainfo@un.org

Africa Section for issues relating to Africa's development:
Telephone: (212) 963-6857/6898; Fax: (212) 963-4556
E-mail: africarenewal@un.org
Website: www.un.org/AR

Palestine, Decolonization and Human Rights Section
Telephone: (212) 963-6849; Fax: (212) 963-2218
E-mail: mediainfo@un.org

Peace and Security Section for peacekeeping, disarmament, operational support to the information components of UN peace missions, action against terrorism and other issues relating to peace:
Telephone: (212) 963-6840; Fax: (212) 963-9737
E-mail: mediainfo@un.org

Publications

The Department of Public Information issues materials covering the work of the United Nations in all its aspects. Special focus is given to subjects of priority interest, including peacekeeping, human rights and economic and social development, as well as to developments concerning Africa and the question of Palestine. Printed materials include press kits, books, periodicals, brochures, posters, feature articles and educational materials. Most of these materials are also available on the United Nations website (www.un.org).

Also available at all times in the six official languages are the *Charter of the United Nations* (including the Statute of the International Court of Justice), the *Universal Declaration of Human Rights* and the *International Bill of Human Rights* (including the Universal Declaration and the International Covenants on civil and political rights and on economic, social and cultural rights). These are also on the website.

The following list details some of the Department's various products. For further information, call the Publications Board (ext. 3.4664), the Communications Campaigns Service (ext. 3.1895), the Outreach Division (ext. 3.3064) or the Sales and Marketing Section (ext. 3.8302).

Thematic publications

- *Africa Renewal (formerly Africa Recovery)*
  A quarterly periodical on issues related to Africa's economic and social development. Stories and briefing papers on specific issues are also produced.
  - Languages: E, F

- Contact: room S-0955, ext. 3.6857 or 3.6833
  Fax: (212) 963-4556
  E-mail: africarenewal@un.org
- Also available on the UN website at:
  www.un.org/AR

- *UN Development Business*
  Available on the World Wide Web, and twice monthly in newspaper format, *UN Development Business* is the single most comprehensive source of opportunities for major transnational corporations, consultants, contractors and exporters seeking business from the multibillion dollar market created by the world's leading development banks. Information on proposed projects, financed by the United Nations system, government agencies, international and regional banks and other lenders, as well as invitations to bid and contract awards, is provided. Summaries from the World Bank, Inter-American Development Bank and the African Development Bank are also included.
  - Contact: room DC1-0562, ext. 3.8065, 3.1516,
    Fax: (212) 963-1381
    E-mail: dbsubscribe@un.org
  - Also available on the Internet at:
    www.devbusiness.com

- *Peace and Security Updates*
  Facts and figures, background notes and other materials about United Nations work on peacekeeping, peace-building, peacemaking and disarmament are available in print and electronic form.
  - Contact: room S-1005, ext. 3.0707,
    Fax: (212) 963-9737
    E-mail: mediainfo@un.org

- Also available on the UN website at www.un.org/peace

- *The UN and the Question of Palestine*
  A booklet covering the role of the United Nations from 1947 until the present.
  - Contact: room S-0994, ext. 3.4353, Fax: (212) 963-2218 www.un.org/Depts/dpa/qpal

Institutional publications

- *UN Chronicle*
  The flagship publication of the United Nations, with fact, debate and opinion including coverage of activities of the Security Council, General Assembly and other United Nations bodies. Special features on the range of United Nations activities and concerns.
  - Languages: A, C, E, F, R, S (four times a year)
  - Contact: room L-172, ext. 3.8522, Fax: (917) 367-6075 E-mail: un_chronicle@un.org
  - Also available on the UN website at: www.un.org/chronicle

- *Yearbook of the United Nations*
  The most comprehensive reference work on the activities of the United Nations and the organizations of the United Nations system. Published annually in English.
  - Contact: room DC1-0534, ext. 3.8267, Fax: (212) 963-8013 E-mail: gordonk@un.org

- *Basic Facts About the United Nations*
  A concise record of the Organization's history, structure and work, published biennially. Revised: September 2004.
  - Languages: E, F, S
  - Contact: room S-0900F, ext. 3.4137,
    Fax: (212) 963-1334
    E-mail: paterniti@un.org
    www.un.org/aboutun/basicfacts

- *UN in Brief*
  Pamphlet providing a general overview of the structure and work of the United Nations. An updated edition will be published in mid-2005.
  - Languages: A, C, E, F, R, S
  - Contact: room S-0900F, ext. 3.4137,
    Fax: (212) 963-1334
    E-mail: paterniti@un.org
  - Also available on the UN website at:
    www.un.org/Overview/brief.html

- *Image and Reality: Questions and Answers about the United Nations*
  Provides simple answers to some of the most frequently asked questions about the United Nations.
  - Languages: A, C, E, F, R, S
  - Contact: room S-0900F, ext. 3.4137,
    Fax: (212) 963-1334
    E-mail: paterniti@un.org
  - Available only on the UN website at:
    www.un.org/geninfo.ir

- *DPI/NGO Link and website*
  A weekly bulletin providing information about the DPI/NGO weekly briefings and a selected list of official UN documents of interest to NGOs.

- Contact: room L1B-31, ext. 3.7234, 3.7078, 3.7233
- Also available on the DPI/NGO page on the UN website is an up-to-date directory of NGOs associated with DPI, information on NGO-related events and documents and information on NGO association with DPI, at www.un.org/dpi/ngosection

- *Directory of NGOs Associated with DPI*
  A biennial publication. Directory presents contact information of the NGOs associated with DPI, lists associated NGOs by thematic area of work and by geographic area, and gives contact information on NGO representatives at the UN.
  - Contact: room L1B-31, ext. 3.7234, 3.7078, 3.7233
  - Also available on the UN website at www.un.org/dpi/ngosection

- *Information guide for the public about the UN*
  An information guide, arranged alphabetically, to help readers find answers to the most commonly asked questions about the UN (e.g. employment opportunities, ordering publications, copyrights, use of UN emblems, etc.).
  - Contact: room GA-057, ext. 3.4475, Fax: (212) 963-0071
  - Also available on the UN website at: www.un.org/MoreInfo/guide

- *Everything you always wanted to know about the UN*
  A simple introduction to the UN, written in question-and-answer format for students.
  - Languages: E, F

- Contact: room GA-057, ext. 3.4475, Fax: (212) 963-0071

- *This is the United Nations*
  A colourful booklet about the UN, written as a guide for visitors to the United Nations.
  - Languages: E, F, S
  - Contact: room GA-057, ext. 3.4475, Fax: (212) 963-0071

- *Universal Declaration of Human Rights*
  Original text with a read-easy version. Includes classroom exercises.
  - Contact: room GA-057, ext. 3.4475, Fax: (212) 963-0071
  - Also available on the UN website at: www.un.org/overview/rights.html

Sale of Publications

Many Department of Public Information publications are available as sales items. For more information, please see UN Bookshop (page 81) or visit the UN Publications homepage at: unp.un.org.

Radio and television services and facilities

The News and Media Division can provide limited radio and television facilities to delegates and accredited journalists, when facilities are available.

Radio/Audio

For radio studio availability, contact UN Radio: Julio at ext. 3.7732, Beth at 3.7005 or Judy at 7.5854.

Audio recordings (audio cassettes or digital audio files) of current statements made at meetings of the Organization's main bodies are available in the Audio

Resource Centre (room GA-027, tel: 3.9272 or 3.9270, fax: 3.3860 or 3.4501, e-mail: avlibr@un.org, ftp.un.org (User name: unradio; Password: oid!1909; Homedirectory: /unradio; Folder: UNHQ Meetings)).

Audio archival material is handled by the Broadcast and Conference Support Section (room L-B1-30, ext. 3.9485) and is subject to duplication fees.

Television/Video

Videotape recordings of UNTV's coverage of General Assembly and Security Council meetings and other events are available for sale to delegates and broadcasters. Prices vary depending on whether the material is ordered before or after the event. Current UNTV coverage and archival film and video materials dating back to 1945 can be ordered in NTSC VHS and NTSC Betacam at the Visual Materials Resource Centre (room S-B2-66, ext. 3.1561 and 3.1563, fax: (212) 963-4501 and (212) 963-3460, e-mail: avlibr@un.org). Royalties, transfer and screening fees are collected as applicable; shipping and messenger costs are borne by the requestor.

When available, studio facilities may be arranged for interview or statements and satellite transmissions, which are paid by the requestor to an outside provider. Requests for bookings must be made in advance to the TV News and Production Unit (room CB-056, ext. 3.7650, e-mail: ludlam@un.org).

Daily programmes of UNTV are webcast live daily at www.un.org/webcast.

United Nations radio programmes

UN Radio produces live news and feature programmes about the worldwide activities of the Organization every weekday in the six official languages, and Portuguese, for use by broadcasters

around the world. The daily programmes are relayed to broadcasters via shortwave, satellite, telephone and the internet and can be heard on the United Nations website at www.un.org/av/radio. Also available on the website are weekly and bi-weekly programmes produced in the official languages, Portuguese and Kiswahili, as well as information about the broadcasts.

The daily programmes in English, French and Spanish can also be accessed by telephone at (212) 963-3777. Also available by phone: recordings of the daily noon briefing of the Spokesman of the Secretary-General, statements and press conferences by the Secretary-General and other special events.

United Nations videos

The video section produces news reports and educational videos about the work of the United Nations and its specialized agencies. Many of these videos are available at UN offices around the world in appropriate standards and formats. For further information, contact the Audio-Visual Promotion and Distribution Office (room S-0805A, ext. 3.6939 or 3.6982, fax: (212) 963-6869, e-mail: audio-visual@un.org).

A daily ten-minute satellite feed of UN news reports is made available to broadcasters twice daily via APTN's Global Video Wire.

Photo services and facilities

The Photo Resource Centre holds official photographs of United Nations meetings, delegates and officials, development programmes and peacekeeping operations. Photos are available in digital and print format, subject to the applicable fees. Photos may not be used in advertising.

For information, contact the Photo Resource Centre (room S-0805L, ext. 3.6927, 3.0034, fax: (212) 963-

1658 and 963-3430, e-mail: photolibr@un.org). Selected news photos are available from the UN FTP server. FTP coordinates are: Hostname/address: ftp.un.org; user id: nmdphoto; password: S$futy!

Services provided by the network of the United Nations Information Centres

Many of the services provided by offices at Headquarters are also available in individual Member States. The United Nations currently has 54 information centres (UNICs) and services around the world, as well as a regional information centre (RUNIC) in Brussels, and information components in eight UN offices. They provide timely information on UN activities worldwide as well as documents, publications, audio and visual products, graphics, reference works and other information material to the media, government offices, non-governmental organizations, educational institutions and the general public. In order to promote knowledge and understanding of the United Nations system, they also produce newsletters and press releases, collaborate with radio and television broadcasters, arrange meetings, briefings, workshops, Model UNs, exhibits and special events, often in connection with observance days. They also provide electronic access to information resources at Headquarters and many maintain websites on the Internet in various local languages. More information is available on their website www.un.org/aroundworld/unics or from the Information Centres Service (room S-1060A, ext. 3.7216).

Services to civil society

ECOSOC

The Non-Governmental Organizations Section of the Department of Economic and Social Affairs (room DC1-1480, ext. 3.3192) acts as the focal point for non-governmental organizations (NGOs) in consultative status with the Economic and Social Council.

DPI

The Civil Society Service integrates the department's outreach activities to and partnerships with key constituencies, including non-governmental organizations, educational institutions, private sector entities and the general public. It is responsible for the United Nations flagship print and electronic publication, *UN Chronicle* (www.un.org/chronicle); *CyberSchoolBus*, which seeks to create an online global education community and provides a range of educational resources for teachers and students from K-12; (www.un.org/cyberschoolbus) and the multimedia *UN Works* programme that shows critical global issues and how effective UN projects can change the everyday lives of people (www.un.org.works). The section also provides graphic design services to the United Nations as a whole (room L-172D, ext. 7.7022/3.8262).

The Non-Governmental Organizations Section (ext. 3.0786), NGO Resource Centre, L1B-31, ext. 3.7233-34/7078) serves the associated non-governmental community by providing information about the work of the United Nations by various means, including briefings by UN officials. It organizes an annual conference in September for non-governmental organizations on a major United Nations theme.

Public relations

Multilingual guided tours featuring the General Assembly Hall, Council Chambers and works of art from Member States are conducted seven days a week from 9.30 a.m. to 4.45 p.m. (Monday through Friday) and 10 a.m. to 4.30 p.m. (Saturday and Sunday), except during January and February when tours are offered Monday through Friday only ((212) 963-7539). Advance reservations are required for groups of 12 or more persons ((212) 963-4440). Visit www.un.org/tours for additional information.

The Group Programmes Unit (room GA-061, ext. 3.7710, e-mail: unitg@un.org) of the Public Relations Section arranges briefings on United Nations topics for groups visiting United Nations Headquarters. The Unit may assist in obtaining a conference room (subject to availability) for those groups wishing to have a delegation briefing on a country's role in the United Nations.

The Public Inquiries Unit (room GA-057, ext. 3.4475, e-mail: inquiries@un.org) answers questions by telephone, mail, e-mail or in person and provides information on the work of the United Nations and on the programmes and agencies of the entire United Nations system. Fact sheets and answers to frequently asked questions (FAQs) can also be accessed online at www.un.org/geninfo/faq.

Exhibits highlighting the work of the United Nations are mounted in the General Assembly Public Lobby. All exhibits deal with an international theme and must follow the United Nations Exhibits Committee Guidelines. For more information, contact the secretariat of the Exhibits Committee, Outreach Division, tel. (212) 963-3863, fax: (212) 963-0077, or exhibitscommittee@un.org.

Library services

The Dag Hammarskjöld Library occupies the three-storey building on the south side of the Headquarters site. The Library is open Monday to Friday and has the same working hours as those of the Secretariat. Through the use of Web-based tools some library services are provided on a 24-hour basis.

The Library provides the permanent missions of Member States, the delegations and the Secretariat of the United Nations with information resources and services, including:

Comprehensive collection of United Nations documents and publications in all official languages and League of Nations documents in English and French

Selective collection of specialized agencies and government documents and publications

Extensive collection of publications about the United Nations and on issues of current interest

Information products of the Dag Hammarskjöld Library

United Nations Bibliographic Information System (UNBISnet: http://unbisnet.un.org): this database provides access to United Nations documents and publications and to the Library's non-UN holdings, as well as links to the full text of UN parliamentary documents in all official languages when available. It also provides access to voting records and to citations to speeches. Print outputs of UNBIS include United Nations Documents Index, issued quarterly, and Indexes to proceedings, issued annually/sessionally.

The United Nations Dag Hammarskjöld Library Home Page (www.un.org/Depts/dhl) includes information

concerning the Library's hours, services and collections and provides the following reference tools:

(*a*) *UN60 Outreach Calendar* listing events organized to commemorate the sixtieth anniversary of the United Nations;

(*b*) *UN Pulse*: an alert to just-released UN online information, including major reports, publications and documents. UN Pulse is updated as new information is published and received. Entries are arranged in reverse chronological order, and can be retrieved by broad catergory;

(*c*) *United Nations Documents Research Guide*: an overview of UN documentation and publications providing guidance on how to work with them. It also introduces researchers to major fields of UN activities.

Internet access

Workstations: for accessing the Official Document System (ODS), the Internet and electronic information resources are available in the Woodrow Wilson Reading Room (room L-201) and in room L-105. Wireless Internet access will be available from Fall 2005.

Printers are available but downloading to diskette is strongly encouraged. Assistance to patrons is available.

Online Information Services: the library subscribes to a wide range of online services for use in the work of mission staff. Some resources require the mediation of a librarian but most are available for independent use and some are available for remote access.

The Library Reference Services Team and Help Desk are available for delegates requiring assistance in the use of these electronic resources. To register for services or for additional information contact unseiac@un.org.

Electronic news dissemination services of the Library

For all delegates having e-mail capability, the Dag Hammarskjöld Library offers customized, electronic delivery of time/mission-critical information. The Library provides desk-top delivery of news and in-depth analysis from daily and weekly sources. For more information about this service and/or a complete list of electronic publications available, contact dhlsdi@un.org or call ext. 3.7392.

Training for delegations

The Dag Hammarskjöld Library offers training in the management and use of UN documentation as well as in the use of UN and external electronic resources. Customized programmes may also be arranged on demand to accommodate the specific needs of patrons. Training is on an ongoing basis and is open to all delegates and government officials. For further information, contact librarytraining@un.org, or call ext. 3.5321.

Personal Knowledge Management

The Dag Hammarskjöld Library's Personal Knowledge Management Programme offers one-on-one and small team coaching and training in information management skills in delegate's own offices, customizing tools and techniques to suit the specific needs of the Mission. The service begins with a personal interview to evaluate the delegate's information and knowledge sharing needs and challenges. Contact dhlpkm@un.org for more information.

United Nations Depository Libraries

In addition to offering library/information services at Headquarters, the Dag Hammarskjöld Library maintains a network of more than 400 United Nations Depository Libraries in 145 Member States and territories. For more information, contact the Depository Libraries Officer on ext. 3.7392 or dhldl@un.org.

Contacts

Inquiries may be made in person, by telephone, by fax or by e-mail to each of the following service points:

	Ext.	Fax	Room
Head Librarian	3.7443	3.2388	L-327A
		e-mail: stoddart@un.org	
Reference services	3.7412	3.1779	L-201
		e-mail: unreference@un.org	
UN loan services	3.7422	3.1779	L-260
		e-mail: libraryloans@un.org	
General collections/loan services	3.7384	3.9256	L-B1-10
		e-mail: libraryloans@un.org	
Interlibrary loan	3.2015/3.2278	3.9256	L-B1-68
		e-mail: dhlill@un.org	
Map library	3.7425	3.1779	L-282
		e-mail: dhlmap@un.org	
Legal library	3.5372	3.1770	S-3455
		e-mail: dhllegal@un.org	
Statistical library	3.8727	3.0479	DC2-1143
		e-mail: dhlstat@un.org	
Electronic Information Resources	7.7097	3.2608	L-133E
		e-mail: unseiac@un.org	

Maps and geographic information services

The Cartographic Section of the Department of Peacekeeping Operations produces small-scale maps with basic geographic information for the use of Member States and UN departments and agencies. It also provides other specialized geographic information services and digital data products particularly in support of the work of the UN Secretariat. For more information, please visit http://www.un.org/Depts/Cartographic/english/htmain.htm.

V. Facilities and services for delegations

Delegates' cloakrooms

General Assembly building, Delegates' Entrance (first floor)

Open from 9 a.m. to 7 p.m., Monday to Friday, from 17 October to 12 May.

A cloakroom is available to delegates. The United Nations is not responsible for money, jewellery, negotiable papers and other valuables left in cloakrooms. Such valuables should be removed from articles to be deposited.

Self-service facilities are also available in various locations; the United Nations is not responsible for articles left in these areas and signs to this effect are posted.

Delegates' lounges

Conference building (second floor)

North lounge — 10 a.m. to 8 p.m.
Snack bar — 10 a.m. to 5 p.m.
(Both are open Monday to Friday.)
South lounge bar — The opening is contingent upon meetings of the General Assembly and the Security Council.

From the first day of the sixtieth session of the General Assembly (i.e. 13 September 2005) until its December 2005 recess, members of delegations are asked not to invite to the Delegates' Lounge persons other than those holding valid United Nations identification.

Payment for service should be made in cash.

Dining room and cafeteria facilities

Delegates' Dining Room

Conference building (fourth floor)

Open from 11.30 a.m. to 2.30 p.m (ext. 3.7625 or 3.7626).

The limited accommodation does not permit the reservation of tables permanently or from the first day of the sixtieth session of the General Assembly until its December 2005 recess. Members of delegations should make reservations by telephone each morning. Reservations cannot be held for more than 15 minutes after the appointed time.

Payment for service should be made in cash or by credit card. Personal cheques are not accepted.

Separate dining rooms, which may be reserved for parties of 10 guests or more, are available for private luncheons. In order to ensure availability of these facilities, delegation members are requested to make reservations two weeks in advance. Arrangements required, including for menus, should be coordinated with the United Nations Catering Service (ext. 3.7098 or 3.7099).

Children under 10 years of age cannot be accommodated in the Delegates' Dining Room. Patrons are not permitted to take photographs. Proper attire is required at all times.

Delegates wishing to hold evening receptions or functions at Headquarters should make the necessary arrangements through the United Nations Catering Service (ext. 3.7098).

When formal invitations are to be sent out, all arrangements should be made as far as possible in advance of the function. Invitation cards should stipulate that guests are required to present their cards at the Visitors' Entrance and then to pass through a

magnetometer. Guests will also be required to present their invitation cards at the entrance to the reception room. A list of the guests and a sample invitation should be submitted to the Chief, Security and Safety Service (room C-110B), well in advance of the reception.

Main cafeteria

Secretariat building (first floor, South Annex, south side)

Open from 8 a.m. to 8.30 p.m., Monday to Friday.

Open on Saturdays from 9 a.m. to 3 p.m. (from the first day of the sixtieth session of the General Assembly until its recess in December only). Closed on Sundays.

Breakfast — 8 a.m. to 10 a.m.
Lunch — 11 a.m. to 3 p.m.
Snacks/coffee — 3 p.m. to 8 p.m.
Dinner — 5 p.m. onwards

The menu includes daily specials, pasta and dishes from the grill.

Staff café

Conference building (fourth floor)[1]

Open from 12 noon to 3 p.m., Monday to Friday. Closed on weekends and on United Nations holidays.

Payment for service should be made in cash or by credit card. Personal cheques are not accepted.

Café Austria

General Assembly building (First Basement)

Open from 8 a.m. to 6 p.m., Monday to Friday.

[1] Can be reached from the fourth floor of the Secretariat building.

Delegates' guests

Unaccompanied guests or visitors wishing to meet a delegate at United Nations Headquarters will be directed to the Visitors' Entrance located at 46th Street and asked to pass through a security screening area before admission to the General Assembly or Conference buildings. To facilitate the screening of guests of members of delegations, a magnetometer, separate from that used to screen tourists, has been set up. Members of delegations will be expected to accompany their guests at all times while on the premises and escort them back to the visitors' lobby at the time of their departure. Guests will be expected to deposit a photo identification, which can be retrieved prior to leaving the visitors' lobby. Staff on duty at the desk will make arrangements for contacting the delegate.

Delegates typists' rooms

Conference building (second floor, rooms C-211A and C-211B)

In the event that a United Nations typewriter requires repair, delegates are requested to advise the responsible official (ext. 3.3157).

Photocopier for delegates' use

A photocopier is available for the use of delegates in the General Assembly Hall, by the west wall near the documents distribution counter.

Sound reinforcement systems

Written requests for sound reinforcement systems (microphones, amplifiers, loudspeakers, etc.) should be directed to the Broadcast and Conference Support

Section, e-mail: request-for-services@un.org (room L-B1-30, ext. 3.9485).

Sound recordings

The Broadcast and Conference Support Section maintains audio recordings of the proceedings of all plenary meetings, major commissions and committees.

Copies of sound recordings are available other than for closed meetings. Written justification for copies of the sound recording of closed meetings may be made by the Chairman or Secretary and addressed to the Chief, Broadcast and Conference Support Section, fax: 3.3103, e-mail: request-for-services@un.org. Orders are accepted by the Broadcast and Conference Support Section (room GA-1B-13C, ext. 3.7658 or 3.9485).

Video projection

Multi-standard VCRs, DVD players, television sets and video projectors can be provided on a first-come, first-served basis. Owing to the limited amount of equipment available, one business day advance notice is required. Written requests for this audio-visual support equipment should be directed to the Broadcast and Conference Support Section, e-mail: request-for-services@un.org (room L-B1-30, ext. 3.9485).

Videoconferencing

Broadcast and Conference Support Section (room L-B1-30, ext. 3.9485, e-mail: request-for-services@un.org)

International videoconferencing is possible from several locations at United Nations Headquarters. Written requests for this service should be sent to the office or by e-mail.

Mail and messenger services

Delegations are requested to deposit all official correspondence intended for Secretariat internal office distribution to Post 6 X-ray, located in the Service Drive. Here, the correspondence will be scanned for security clearance prior to the correspondence being delivered to the Central Mail Distribution Sub-Unit (room S-3B-2) for forwarding.

Messenger service within the Headquarters buildings is available through the delegates' aide in the delegates' north lounge. During meetings, messenger service may be obtained through the conference officer.

Computer-related services

The Information Technology Services Division (ITSD) provides the following computer-related services to delegations:

1. **Internet service** — ITSD provides Internet dial-up accounts for Permanent Missions.
2. **Internet e-mail** — Each Permanent Mission may obtain an unlimited number of Internet e-mail accounts.
3. **Website service** — ITSD hosts websites for Permanent Missions and provides a Permanent Missions home page at www.un.int.
4. **Access to the UN Official Document System (ODS)** — Member States are given special access to the ODS system. (See page for workstations.)
5. **Donation of equipment** — ITSD donates returns from the UN desktop computer replacement programme to interested Missions.
6. **Help Desk support** — ITSD provides a telephone number, (212) 963-3157 for technical support from 9.30 a.m. to 5.30 p.m. on normal UN workdays.

7. **Computers in the Secretariat Building with Internet access** — ITSD provides computers in the Delegates' Lounge and in the First Basement.
8. **Wireless Internet access** — ITSD provides wireless Internet access from public areas and conference rooms.

For more information on the services listed above, please contact the Missions Support Help Desk at (212) 963-3157 or by electronic mail to missions-support@un.int. You may also consult the website www.un.int and specifically the "Internet Services for Delegates" which has detailed descriptions of each service.

Telecommunication services

Telephone

The main listed number of the United Nations is (212) 963-1234. Extensions within the UN are preceded by the 963 or 367 prefixes. Direct calls from outside the United Nations to staff and services can be made by either dialling the exchange 963 (preceded by the area code 1-212) or the exchange 367 (preceded by the area code 1-917) followed by the correct four-digit extension as listed in the United Nations telephone directory. Direct internal calls can be made by dialling the access code "3" or "7" plus the last four digits as shown in the directory.

It should be noted that staff members of the United Nations Development Programme (UNDP), the United Nations Population Fund (UNFPA) and the United Nations Children's Fund (UNICEF) are on different exchanges. Direct calls from outside to UNDP staff may be made by dialling the area code, if necessary, exchange 906 + the four-digit extension. The exchange number for UNFPA is 297 and that for UNICEF is 326.

Arrangements have been made for personnel in the UN Secretariat Building to dial directly to UNDP, UNICEF and UNFPA. Direct internal calls may be made to UNDP by dialling the access code "4", waiting for the dial tone and then dialling the four-digit extension; and to UNICEF by using the same system when dialling the access code "5". Direct internal calls to UNFPA may be made by dialling 63, waiting for the dial tone and then dialling the four-digit extension. If the extension is not known, the operator on "0" will provide the number. In the case of an outside call, the operator will switch the call to the person required.

The number of the Information Desk in the Delegates' Lounge is (212) 963-8902 or (212) 963-8741. Incoming calls to the Delegates' Lounge are answered by the Information Desk and delegates will be paged on the loudspeaker system. Long-distance calls may be placed from booths located in the Delegates' Lounge or in the conference areas by dialling "0" to reach the operator. Local calls may also be made from these booths or from the house telephones available in the Delegates' Lounge by dialling "9" and the telephone number.

United Nations Postal Administration

Concourse level of the General Assembly building (ext. 3.7699)

Open from 9 a.m. to 5 p.m. seven days a week from March to December. Closed on weekends during January and February.

Postage and philatelic sales

United Nations stamps may be purchased for both postage and philatelic purposes at the United Nations Postal Administration sales counter. Facilities for posting mail are available at this counter.

Philatelic office (room DC2-0625, ext. 3.7684)

Services mail orders for stamps and other philatelic items. United Nations stamps are issued in three currencies, namely, United States dollars, Swiss francs and Euros and are valid for mailing only from United Nations Headquarters, New York, the Palais des Nations, Geneva, and the Vienna International Centre, respectively.

Post Office — Sub-branch of the United States Post Office

Concourse level (room S-B1-26, ext. 3.7353)

Open from 9 a.m. to 5.30 p.m., Monday to Friday.

The services provided are the usual postal services for private or official delegation mailings, including parcel post, air mail, registered and insured mail, international and domestic money orders, information about postage rates and regulations concerning entry or dispatch of parcels to and from various countries. All mail must bear United Nations stamps in United States denominations. Mail with United Nations stamps affixed may be deposited at the delegates' aides' desk in the north lounge or dropped into the letter chutes in the Secretariat building for collection by messenger and onward dispatch by the Post Office.

Parking

Garage Administration (room GA-007, ext. 3.6212/3)

The Garage Administration will schedule delegations to apply for and pick up parking decals. Applications for decals of vehicles registered to the individual delegates should be submitted to the Protocol and Liaison Service (room S-0201, phone: (212) 963-7172) with the required attachment of valid vehicle registration and current United Nations identification.

After certification by the Protocol and Liaison Service, the application should be hand carried to the Garage Administration for processing. Applications for vehicles registered to the Mission should be submitted directly to the Garage Administration office, attaching the valid vehicle registration. All applications must have an authorized Mission signature accompanied by the Mission Seal. Only one decal will be issued per delegate for use on a vehicle with "D" plates. Decals will be issued only to members of delegations duly accredited to the United Nations.

Only one special decal will be issued per Mission for the vehicle of the Permanent Representative allowing entry at the 43rd Street gate. Any changes in vehicle usage must be reflected on the respective decals and as such should be brought to the Garage Administration for processing.

Applications for decals from observer State missions, intergovernmental and other organizations listed in chapters III, IV and V of the "Blue Book" must be submitted to the Protocol and Liaison Service and thereafter to the Garage Administration for appropriate action. The issuance of parking decals to observer State missions, intergovernmental and other organizations will be limited to persons enjoying diplomatic status.

Vehicles with "S" plates registered in the name of mission staff will *not* be authorized to park in the United Nations compound.

Permanent missions may apply for a temporary identification decal (yellow) for the sixtieth session of the General Assembly to admit vehicles rented from established and bona fide companies for use by accredited delegates, visiting dignitaries and diplomats officially attending meetings during the session. These decals are subject to entry at the 43rd Street gate for drop-off/pick-up only, with no parking privileges. Application forms may be obtained from the Garage

Administration office and thereafter submitted to the Protocol and Liaison Service (room S-0201). The application and a copy of the rental agreement should be submitted to the Special Services Unit (room S-0101) for clearance prior to submission to the Garage Administration for issuance.

Parking decals must be displayed prominently and be clearly visible to security officers and Garage Administration staff at entry points and while the vehicles are on the premises. Vehicles not having or displaying a valid decal are liable to be towed off the premises.

Prior to the issuance of decals for the new General Assembly session, all previously issued decals to delegations must be returned to the Garage Administration office. Also, decals belonging to delegates who are departing from Headquarters must be returned to the Garage Administration office prior to their departure. Any changes in vehicle usage must be reflected on the respective decals and as such should be brought to the Garage Administration for processing.

In pursuance of section II of General Assembly resolution 39/236, parking privileges of any delegate whose parking fees are in arrears by more than three months will be suspended. Privileges will be restored once the arrears have been paid in full. Prior to a delegate's departure, he/she should contact the Garage Administration office in order to settle any outstanding dues.

Delegation cars bearing United Nations diplomatic plates and identification decals valid for the current session of the General Assembly may be parked on the first level and in a designated area at the southern end of the second level of the garage without charge while representatives are on official business. They may be parked in the garage overnight at the rate of $2.50 per night. Invoices for this service are sent to delegates and

to delegations shortly after the end of every month. These invoices are due upon receipt and should be settled by cash or cheque payable to the "United Nations" and sent to the United Nations Garage Administration.

Entrance to the grounds

Vehicular access through the Secretariat entrance located on First Avenue will be restricted solely to the vehicle, identified by a special sticker, of the Permanent Representative. All occupants riding in the car will be required to display valid United Nations identification cards. In order to reinforce safety measures, temporary stationing of the vehicle of the Permanent Representative in the Secretariat circle will be limited to clearly marked parking areas. All other vehicles bearing a decal will be required to enter through the 48th Street entrance. Delegation vehicles entering the premises are subject to a security check.

Rented vehicles which have been issued special decals, which permit drop-off/pick-up only, may enter through the Secretariat entrance located on First Avenue. Such vehicles will not be permitted to park on United Nations premises.

Access to the garage

Chauffeur-driven cars identified by special stickers issued to Permanent Representatives may use the ramp at the 43rd Street entrance for access to the garage.

Chauffeurs should remain in the ready room, located in the first garage level, while on call by delegates. The security officer at the Delegates' Entrance of the General Assembly building pages chauffeurs whenever they are required.

Liability for loss and damages

In arranging for parking facilities to be available, the United Nations seeks to accommodate delegations. Garage users are warned that incidents of theft and vandalism have occurred inside the garage, as it is not possible to have all vehicles under surveillance all the time. The United Nations does not warrant or promise the safety of vehicles or property left in the garage, and users acknowledge and accept that the United Nations cannot guarantee the safety of any vehicles, or property inside them, left in the garage.

Local transportation

The United Nations does not provide cars for delegations. It is suggested that delegations requiring local transportation make their own arrangements with local firms.

Travel entitlements of representatives of Member States that are least developed to sessions of the General Assembly

In accordance with General Assembly resolution 1798 (XVII), as amended by resolutions 2128 (XX), 2245 (XXI), 2489 (XXIII), 2491 (XXIX), 41/176, 41/213, 42/214, section VI of 42/225, section IX of 43/217 and section XIII of 45/248, the United Nations shall pay the travel, but not subsistence expenses, in the following cases:

(*a*) For not more than five representatives, including alternate representatives, of each Member State designated as a least developed country attending a regular session of the General Assembly;

(*b*) For one representative or alternate representative of the Member States referred to in subparagraph (a)

above attending a special or special emergency session of the General Assembly;

(c) For the travel of a member of a permanent mission in New York who is designated as a representative or alternate representative to a session of the General Assembly, provided that such travel is within the limits noted in subparagraphs (a) and (b) above, that it is certified by a permanent representative to be in connection with the work of the particular session and that it take place either during or within three months before or after such a session. The entitlement in respect of a session shall not be increased by reason of the recessing and resuming of that session.

Payment by the United Nations of travel expenses will be limited to the cost of journeys actually undertaken.

Reimbursement is limited to the cost of round-trip travel, by most direct route, between the capital city of the Member State to Headquarters, for a maximum of one first-class ticket for the head of delegation and four tickets in the class immediately below first class for journeys exceeding 9 hours' duration by air or four tickets at the least costly economy airfare for journeys under 9 hours' duration by air for other members of the delegation accredited to the respective session of the General Assembly.

When travel by sea or rail is involved for all or part of the journey, reimbursement shall be limited to the cost of air travel as specified above, unless the actual cost is less.

Delegations entitled to reimbursement of transportation costs, in accordance with the provisions of the Rules Governing Payment of Travel Expenses and Subsistence Allowance in Respect of Organs or Subsidiary Organs of the United Nations (ST/SGB/107/Rev.6 of 25 March 1991) may submit

claims on form F-56 (Reimbursement voucher for official travel of representatives of Member States). Such claims must be accompanied by original receipts, bills, vouchers, used ticket stubs and boarding passes. If requested, the United Nations would arrange transportation, wherever possible, between the capital city of a Member State to the place of the meeting; for this purpose, delegations should send a "Note Verbale" indicating first and last names of the traveller(s) and their date of birth, dates of arrival to, and departure from, New York and should include the fax number and e-mail address of the traveller and/or contact person in New York. The United Nations will not be liable for any claim for reimbursement of travel expenses submitted later than 31 December of the year that follows the closing date of the session of the organ or subsidiary organs to which the claim relates.

Reimbursement claims, requests for issuance of tickets and inquiries on travel entitlements should be addressed to:

Executive Officer
Department of Management
Room S-2750A
United Nations
New York, N.Y. 10017
Tel.: (212) 963-6192/963-8042
Fax: (212) 963-3283

Travel facilities

The official travel agency of the United Nations in New York, American Express, will assist delegations, to the extent possible, in making travel arrangements, ticketing and hotel reservations. The office, which is located in room S-2008, is open from 9 a.m. to 6 p.m. (ext. 3.6280).

United Nations International School (UNIS)

The United Nations International School (UNIS), in existence since 1947, under the auspices of the United Nations, was founded on the extension of the philosophy of the United Nations that people who work and play together will also negotiate together. It serves mainly the children of United Nations staff and Delegation personnel. Moreover, it also welcomes for enrolment a limited number from abroad and from the United States to make for a balanced educational exposure for all.

The main campus, offering grades kindergarten through high school graduation, is at 25th Street and the East River in Manhattan, on a landfill site which is rented on a long-term lease from the city of New York. The well-equipped building was financed by grants from the Ford Foundation and the Rockefeller Bros. Fund. An auxiliary facility, housed in a school building, is located in Jamaica Estates, Queens, which serves grades kindergarten through eighth, for the convenience of those who wish to live in Queens or Long Island and do not want their very young children transported to the main campus.

English is the normal language of instruction, but all students learn French or Spanish as well, with the other official UN languages and German, Italian and Japanese within the curriculum. Mother tongue instruction is also offered when requested. The very multiplicity of languages spoken by the international faculty and students provides a rich cultural opportunity. Great emphasis is placed on the teaching of science in ways that are effective for students of high ability who have not yet achieved fluency in English. To that end, particular attention is paid to modern learning equipment, calculators, computers and the like.

The scholastic standards are high. In High School the International Baccalaureate Degree is offered, one of the few institutions of learning in the New York area to do so. This degree qualifies the recipient to attend colleges in the United States and abroad. Over 95 per cent of graduates go on to higher education and many continue into careers in the international community. The School is chartered by the New York State Board of Regents as a private school, is accredited by the Council of International Schools and recognized by the French Government for francophone students in grades 2 through 5.

At the location in Manhattan, tours are frequently scheduled and given by appointment.

Website: www.unis.org
Department of Admissions:
(212) 584-3071, fax: (212) 685-5023
E-mail: admissions@unis.org

In Queens, tours are also arranged by calling (718) 658-6166, fax: (718) 658-5742.

Additional information, application forms, and brochures are available in room S-2938 or call (212) 963-8729, fax: (212) 963-1276 or e-mail: fuhrman@un.org.

City liaison

New York City greatly values its status of having the largest diplomatic and consular community in the world. The **New York City Commission for the United Nations, Consular Corps and Protocol** serves as the City's primary liaison between the City of New York and the United Nations, 191 Permanent Missions, and 105 Consulates. As an integral part of the Mayor's Office, the Commission facilitates positive relations among members of the international community, local,

state, and federal governments, and New Yorkers. It is comprised of the following divisions:

Diplomatic and Consular Affairs serves as the conduit for the diplomatic and consular community to the respective City agencies able to assist in resolving issues encountered while in residence in New York City. These include legal inquiries related to consumer affairs, real estate, taxation, commercial transactions and legal procedure, as well as general information assistance on questions pertaining to life in New York City. This division also manages the Diplomatic Parking Program.

Protocol extends hospitality due to Heads of State/Government, distinguished visitors, and other dignitaries. This office serves as liaison between dignitaries and the Mayor with respect to requests for meetings and invitations to events.

International Business assists foreign businesses in establishing operations in New York City by coordinating interaction with all city, state and federal agencies. Services provided include assistance in accessing appropriate bank institutions, real estate providers, construction companies, and insurance entities.

The Sister City Program of the City of New York is a 501(c) (3) non-profit organization co-located with the Commission. Its function is to promote international understanding through business, security and cultural exchanges between the City of New York and selected cities throughout the world.

For further information, please call (212) 319-9300 or fax: (212) 319-3430. The Commission is located at Two United Nations Plaza (DC2), 27th floor, New York, N.Y. 10017.

Hospitality

The Hospitality Committee for United Nations Delegations, Inc., is a private self-supporting and non-political organization devoted to helping delegates and their families feel welcome in New York and the surrounding area. Volunteers arrange programmes in American homes and visits to such places of interest as museums, schools, hospitals, courts, private art collections and other institutions. Complimentary tickets to cultural and civic events are often available.

The Committee also offers day and evening courses at their English Language School. The programmes are open to the diplomatic corps associated with the United Nations. Two sessions are held in the fall and spring. Evening classes in Professional English are also offered.

Information about these activities may be obtained from room GA-101 (ext. 3.7182, 3.7183 or 3.8751) or from our monthly calendar posted on www.hcund.org.

Banking facilities

The *United Nations Federal Credit Union* (UNFCU) provides the United Nations community with the products and services to meet its financial needs. Members can access account information, send wire transfers, apply for loans, and more, at www.unfcu.org 24 hours a day, 7 day a week. Members can also visit our branches and liaison Representative Offices located in New York, Geneva, Nairobi and Vienna.

Membership is open to employees and retirees of the United Nations and specialized agencies and their families. For more information, stop by one of our branches, call us at (212) 338-8100, e-mail us at email@unfcu.com or visit our website at www.unfcu.org.

Listed below are the UNFCU branch, ATM/Bancomat and Foreign Currency ATM locations in New York City:

820 Second Avenue, street level
ATM/Bancomat only

Two UN Plaza Branch
Two UN Plaza, 3rd floor
Monday-Friday, 8 a.m. to 4 p.m.
ATM/Bancomats located on the 3rd floor

Secretariat Branch
Secretariat Building, 4th floor
Monday-Friday, 8 a.m. to 4 p.m.
ATM/Bancomats located on the ground floor and the 4th floor

The *J. P. Morgan Chase Bank* maintains two branches located in the United Nations vicinity:

Chase Bank
United Nations Secretariat building, fourth floor
Hours: Monday to Friday: 9 a.m. to 4 p.m.
Telephone: (212) 223-4322
Internal telephone: ext. 3.7108 or 3.7109
ATM (cash machine) on the first floor of the Secretariat building available 24 hours*
E-ATM full service on the fourth floor of the Secretariat building available 24 hours**

Chase Bank
825 United Nations Plaza — street level

* Deposit option not available at this ATM.
** Deposits and payments available at this ATM.

First Avenue and 46th Street
Hours: Monday to Friday: 9 a.m. to 4 p.m.
Telephone: (212) 557-0431
Vestibule with four E-ATMs* available 24 hours

ATM service offered in English, French and Spanish requires the use of an ATM card. E-ATM additional languages: Russian, Chinese, Korean, Italian, Greek and Portuguese. E-ATM offers additional services: order new checks and change password. Chase ATM card will access 150,000 network locations, NYCE®, MAC®, Plus®, Cirrus®, Pulse®, MasterCard®/Visa® cash machines, throughout the United States, Canada and worldwide for cash withdrawals and balance inquiries.

News stand

Lobby of the Secretariat building

Open from 8 a.m. to 5.30 p.m., Monday to Friday. Closed on weekends and holidays.

Newspaper and confectionery stand.

United Nations Bookshop

General Assembly building (concourse level, room GA-032A)

Open from 9 a.m. to 5.30 p.m., Monday to Friday. Weekends, from 10 a.m. to 6 p.m. Closed on weekends during January and February.

In addition to publications by the United Nations and its specialized agencies, a wide range of books, souvenirs, postcards, posters and stationery items are also available for sale. Delegates are entitled to 25 per

* Service is available in Russian at these ATMs.

cent discount on United Nations publications and 10 per cent discount on all other items over $3. Orders can also be placed on the website: www.un.org/bookshop.

Sale of publications

United Nations Publications (Two United Nations Plaza, room DC2-0853, New York, N.Y. 10017, tel. (212) 963-8302, fax (212) 963-3489, e-mail: publications@un.org, website: unp.un.org)

The United Nations publishes over 400 new publications each year, providing an invaluable source of information on the world's most important issues. Its wide range of publications cover international politics, law, social issues, the environment and economics, numerous important reference works and all official records of the Organization. Microfiche, CD-ROM and electronic databases are also available. The United Nations acts as a distributor for publications by UN Funds and Programmes. Please contact our office for orders or information.

Meditation room

North-west end of the entrance level of the General Assembly building

Open from 8 a.m. to 4.45 p.m., Monday to Friday.

The security supervisor in the area will be available to assist with access to the room.

Delegates' quiet room

There is a quiet room for delegates in the delegates' south lounge on the second floor, Conference building.

United Nations Gift Centre

General Assembly building (concourse level)

Open seven days a week from 9 a.m. to 5 p.m. from March to December. Closed on weekends during January and February.

Objets d'art, handicrafts, costume jewellery, souvenirs, United Nations medals and flags of Member States are on sale. Delegates are entitled to a 20 per cent discount on all purchases upon presentation of valid United Nations identification.

Request for use of United Nations premises

Office of Central Support Services (room S-2127B, ext. 3 1889, fax: (212) 963-4217)

In the interest of ensuring the security and safety of all concerned, as well as in the light of the increasing number of requests for use of facilities, representatives of permanent missions are asked to use the utmost discretion when sponsoring events to ensure that the activities are of a non-commercial nature and consistent with the principles and aims of the United Nations. Missions should note that they are responsible for the content and conduct of any event they may sponsor. Specially when sponsoring events on behalf of non-governmental organizations accredited with the United Nations, representatives of Missions should bear in mind that, notwithstanding the worthiness of the purpose of the event, no substantive business such as the passage of resolutions, holding of elections, presentation of awards or solicitation of funds, nor ceremonies of any kind, may be conducted. Requests for the use of the premises for events should be addressed to the Assistant Secretary-General for Central Support Services. Once approval has been obtained, a ranking member of the Mission must attend and/or preside over the meeting or event in its entirety. Any and all financial obligations arising from the meeting or event shall be the sole responsibility of the sponsoring mission.

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